

**National Library Service
for the Blind and
Physically Handicapped**

The Library of Congress

Approved by Director, NLS/BPH

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Specification: 404

Title: Labeling and Packaging
Cassette Magazines

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BACKGROUND

The National Library Service for the Blind and Physically Handicapped (NLS) of the Library of Congress administers a free library service to eligible residents of the United States and citizens living abroad who cannot hold, handle, or read traditional print media because of visual or physical handicaps.

Using federal funds, NLS annually publishes approximately 2,000 books and 70 magazines on cassettes, on discs, and in braille. Titles are selected to appeal to a wide variety of interests, and copyright permission is obtained from authors and publishers. Books and magazines are narrated and duplicated at a high-quality professional standard. The quantity produced of any title is dependent on anticipated reader demand.

Playback machines and their accessories are designed to facilitate convenient use by handicapped people and to provide maximum reliability under environmental conditions that are sometimes harsh and handling that may be technically unsophisticated or inadvertently abusive. The equipment plays program materials at noncommercial speeds: 8-1/3 rpm for discs and 15/16 ips, 4-track for cassettes. All materials and equipment in the program can be sent to users and returned to libraries postage free.

A cooperating network of 56 regional libraries and more than 100 subregional libraries circulates recorded and braille books to some 700,000 adults and children out of a potential three million eligible population. Magazine subscriptions are provided on a direct-mail basis from the manufacturers. Users must generally deal with service centers in distant cities with communication by mail or phone and little or no personal contact. Everything comes and goes through a mail-order system. Fifty percent of the users are over sixty-four years old, and many depend on the NLS program for their major source of entertainment and connection with the world; 95 percent read recorded materials, 5 percent read braille.

Users are informed about new books, magazines, and services through bimonthly publications, annual catalogs, and subject bibliographies produced by NLS, and through various publications produced and circulated by the regional and subregional libraries.

USER MATERIALS

Contractors who consider submission of a bid to produce books, equipment, or other program products should be cognizant of the consumer-responsive nature of the program, and that the specifications for these products have been developed to meet the special reader needs in the program. Materials are produced with those reader needs foremost in mind, and improved through constant monitoring and consumer input. Contractors are expected to familiarize themselves with the equipment-handling practices of blind and physically handicapped clientele and ensure that the equipment they produce will stand up under this type of use. A high degree of quality workmanship and product reliability is mandated by the product specification.

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1. SCOPE

This specification covers the labeling, packaging, and preparation for delivery of cassette magazines produced for the National Library Service for the Blind and Physically Handicapped (NLS), Library of Congress.

2. APPLICABLE DOCUMENTS

The following documents and publications, of the issue in effect on the date of invitation for bids, form a part of this specification.

Specifications:

NLS Specification 704
C-0 Cassette Shells for Magazines.

Available from:

National Library Service for the Blind and Physically Handicapped
Library of Congress
1291 Taylor Street, NW
Washington, DC 20542

Standards:

MIL-STD 105 - Sampling Procedures and Tables for Inspection by Attributes

3. REQUIREMENTS

3.1 Print/Braille Label

A white print/braille, self-adhesive label shall be placed on the odd-numbered side of each cassette by the contractor. It must be of a size sufficient to completely carry two adjacent lines of compressed braille (3-7/16 inches (87 mm) by 5/8 inches (16 mm) nominal) and be placed in the portion of the label area above the spindle holes. The contractor may use up to a full-size cassette label (3-7/16 inches (87 mm) by 1-5/8 inches (41 mm) nominal), but braille must be confined to the upper area of the label.

3.1.1 Print

3.1.1.1 Content

The label shall be printed in black ink and shall include the following information (see figure 1). The three lines (excluding the side number) shall be uniformly spaced between line D and the top of the label.

- a. Side Numbers: Numbers are Times Roman. Single-digit numbers shall be ½ inch (12.7 mm) high, flush left to line A, centered vertically between line D and the top of the label. Double-digit numbers shall be 3/8 inch (9.5 mm) high, centered between the left edge of the label and line B, centered vertically between line D and the top of the label.
- b. Line 1: Magazine title, 14-point Times Bold, flush left to line B and ragged right, abbreviated if necessary as approved by NLS.
- c. Lines 2 and 3: "Further reproduction or distribution in other than a specialized format is prohibited." 7-point Times Roman, flush left to line B, ragged right.
- d. Line 3: © (year) (copyright holder(s)), 8-point Times Roman, flush right to line C. The copyright holder(s) name may be abbreviated with the written approval of NLS. If there is insufficient space for the copyright information on line 3, the contractor may print it in white in the label area on the even-numbered side of the cassette, flush left to line A. If a white label is used on the even-numbered side, the copyright information shall be printed in black.
- e. Date of issue: (month) (day, [if applicable]) year) 14-point Times Roman, centered horizontally in the label area, and vertically centered between line E and the lower edge of the label area. If a full label is used, print shall be black on white. If the date is printed directly on the black cassette shell, print shall be white on black. The date may be printed using a different method from that used for the remainder of the label, but must be easily legible, free of extraneous marks, and not smudged by normal handling.

3.1.1.2 Print quality

Printing shall be clear and sharp with a minimum of spots, deformities, or imperfections. Type shall be of a uniform quality and high contrast for maximum readability.

3.1.2 Braille

3.1.2.1 Content

The label shall include the following in braille:

- a. Magazine title: top line, cell one aligned with print margin A, maximum of 14 cells. Capitalization need not be used. Foreign-language titles shall be rendered in uncontracted, uncapsalized English braille. Abbreviated braille titles will be supplied by NLS.
- b. Date of issue: second line, cell one aligned with print margin A. The numeric month, day (if applicable), and two-digit year shall be embossed in literary braille date format; i.e., the corresponding numbers are used in braille separated by the hyphen, with only one number sign preceding the entire group. If the magazine issue covers a range of dates, only the first month and/or day shall be embossed.
- c. Side number of the first track of that cassette (1, 5, 9, 13, etc.): right-most cells of the second braille line, with one or more empty cells separating it from the date of issue.

3.1.2.2 Braille Size and Spacing

- a. The nominal height of the cassette label braille dots shall be 0.019 inches (0.48 mm).
- b. The nominal base diameter of the cassette label braille dots shall be 0.053 inches (1.3 mm).
- c. The nominal distance from center-to-center of adjacent cassette label dots (horizontally or vertically, but not diagonally) in the same cell shall be 0.078 inches (2.0 mm).

- d. The nominal distance from center-to-center of corresponding cassette label dots in adjacent cells shall be 0.245 inches (6.2 mm).
- e. The nominal line spacing of braille cells from center-to-center of nearest corresponding cassette label dots in adjacent lines shall be 0.312 inches (7.9 mm).

3.1.3 Label Qualification

Upon award, the contractor shall provide two sample cassettes that have been fully labeled in print and braille in accordance with this specification, using the processes that will be employed to produce cassette magazines for NLS. These samples need not be loaded with tape and need not be shipped in separate mailing envelopes. These samples must be approved by NLS before production can commence. NLS will retain one of the samples and return the other to the contractor for retention as a production control sample.

3.2 Preparation for Mailing

3.2.1 Mailing Envelope

The duplicated cassettes are to be packaged in approved white mailing envelopes. All cassettes comprising a magazine issue shall be packaged in one mailing envelope. The envelope shall maintain its integrity (cassette remains inside, mailing address is legible, etc.) during its transit through the postal system. The envelope shall be easy to open and shall not require force or dexterity exceeding that necessary to open a standard 32-pound Kraft envelope. The cassette(s) shall be easy to extract from the opened envelope with minimal friction; i.e., using only the force of gravity.

3.2.2 Mailing Envelope - Print

Moisture shall not degrade the legibility of printing. Inkjet application is acceptable.

Each envelope shall carry the following printed information:

- a. Return address, 12-point Times Roman, or NLS approved equivalent, upper left corner, consisting of the mailing list contractor name (CMLS) and the CMLS mailing address.

- b. Magazine title and date of issue (month) (day, [if applicable]) year) 14-point Times Bold below return address, but higher than the patron address. The date of issue may be printed using a different method from that used for the remainder of the label, but must be easily legible, free of extraneous marks, and not smudged by normal handling.
- c. "Questions? Call the telephone number above your address." 12-point Times Roman, or NLS approved equivalent, below magazine title and date but above patron address.
- d. "Free Matter for the Blind or Handicapped" 12-point Times Roman, or NLS approved equivalent, in upper right corner.

3.2.3 Envelope Qualification

Upon award, ten mailing envelopes, printed using the processes that will be employed to produce cassette magazines for NLS, and containing the maximum number of C-90 cassettes conforming to specification 704, shall be individually mailed to the NLS Quality Assurance Section from a location more than 100 miles from Washington, D.C. Separate samples for each type of envelope that will be used (e.g. 1-, 2-, or 4-cassette size) are required. After arrival at NLS, the cassettes shall function properly in an NLS cassette book machine.

4. QUALITY ASSURANCE

4.1 Sampling Inspection Plan

The contractor is required to use a lot inspection sampling plan for the following specification requirements:

Section 3.1.1

Section 3.1.2

Section 3.2.1

Section 3.2.2

The Acceptable Quality Level (AQL) shall be 0.65 percent. The sampling shall be in accordance with MIL - STD 105, Sampling Procedures and Tables for Inspection by Attributes, at inspection level I.

4.2 Documentation

The contractor is required to provide written documentation showing that his methods of quality control incorporate those established by this specification, under section 4.1.

4.3 Rework

Should NLS determine that significant fault or faults be found in production units, then correction of the fault or faults, replacement of the defective units, and production inspections or controls for prevention shall be instituted without additional charge to NLS.

4.4 NLS Inspection

The right is reserved by the National Library Service for the Blind and Physically Handicapped, Library of Congress, to inspect any process or tests being performed. The Library representative shall have the authority to select, at random, a sample of the magazines at any time during the course of the contract for testing to the specified requirements. The right is reserved by the National Library Service for the Blind and Physically Handicapped, Library of Congress, to reject any production lot represented by a tested sample that has been rejected.

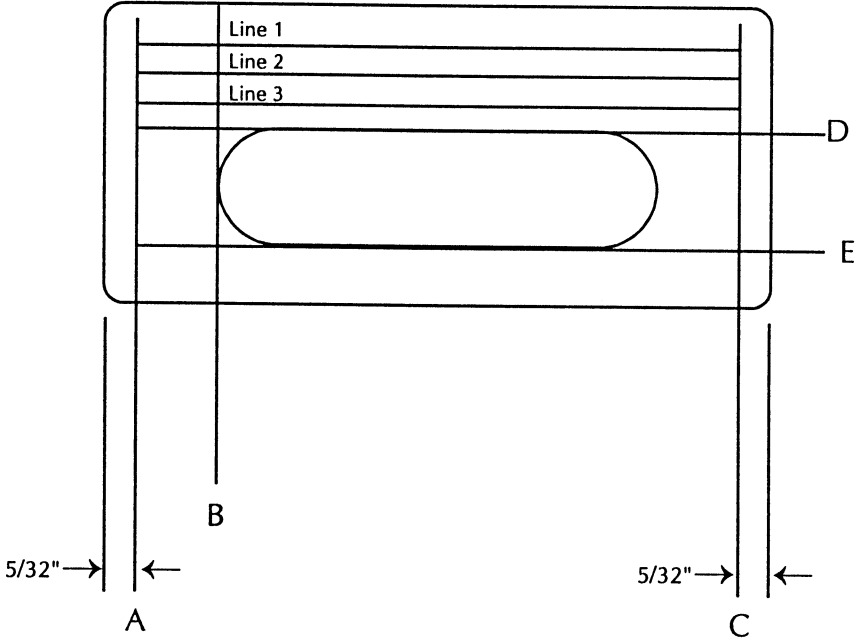
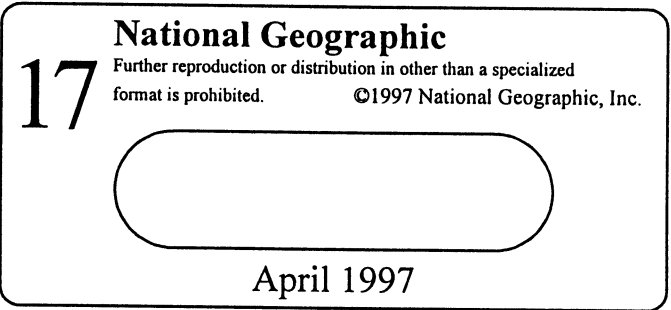
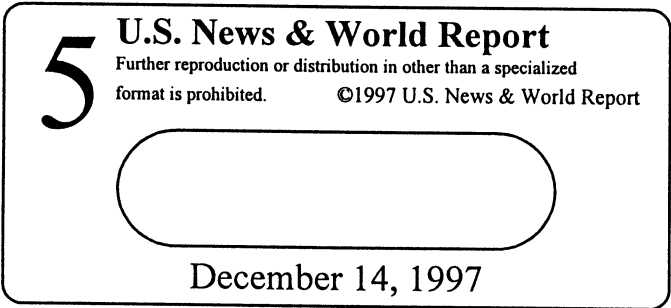


Figure 1